

# **READVERTISEMENT**

**\*Please note addition of Supplement Question.**

**State of Montana  
Department of Public Health and Human Services  
PO Box 4210 Helena, MT 59604**

## **VACANCY ANNOUNCEMENT**

**August 20, 2008**

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<b>TITLE:</b>	Financial Specialist
<b>POSITION NO:</b>	04923
<b>LOCATION:</b>	Health Resources Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MPEA
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 7
<b>STARTING SALARY:</b>	\$40,521 - \$50,651 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, September 12, 2008.** For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**CRIMINAL RECORDS BACKGROUND CHECK:** All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

**TYPICAL DUTIES:** This position is responsible for financial and data analysis functions of the division through effective administration of diverse programs within the division; developing, preparing, and administering division budgets and financial programs; providing a range of services to help implement fiscal plans and program objectives related to budget, contracts, ongoing financial processing; assisting with other aspects of the division's finances and data management of client information; and development of management tools using complex systems for department staff to utilize for monitoring programs.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

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AN EQUAL OPPORTUNITY EMPLOYER

**Knowledge:** Knowledge of federal and state programs in the fields of Medicaid; management and financial principles, and budget preparation; personal computers; large data base operations; principles, methods and theories of integrated system design and funding operations; Statewide Accounting, Budgeting and Human Resource System (SABHRS); and ability to apply mathematical projections, methodologies, statistical analysis, government budget and accounting principles.

**Skills:** Skill in written and oral communication; organization; negotiation; conflict resolution; establishing and maintaining working relationships as a member of a progressive and aggressive management team; and multi-tasking.

**Abilities:** Ability to interpret general state and federal laws and implement conforming regulations, policy and programs; train both professional and administrative staff as well as providers; coordinate work with other staff to ensure completion of objectives and meet deadlines; communicate issues to diverse populations both large and small in an effective manner; solicit information essential to completion of the task; and plan, organize, and manage multiple projects.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in a business, finance (i.e. accounting, financial management, business/public administration, mathematics or economics) or health related field **AND** three years progressively responsible accounting/financial experience **OR** a Master's degree in a business, finance or health related field **AND** two years of progressively responsible accounting/financial experience. Relevant experience may substitute for the formal education on a year-for-year basis. Other equivalent combinations of education and experience will be considered.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Photocopy of transcripts for any coursework at a college or technical school. (*\*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*).

**If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena, MT 59604.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, and life insurance. Other benefits include vision insurance, a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTION

Department of Public Health and Human Services  
Title: Financial Specialist  
Position: #04923  
Location: Human Resources Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your financial experience. Include the complexity of your budgeting and accounting experience and to whom you provided information.